



ISSUE DATE: February 21, 2019

CLOSING DATE: March 7, 2019

DIVISION / OFFICE /UNIT: Division of Housing and Community Resources

NUMBER OF POSITIONS: 7

LOCATION: Middlesex (1), Hudson (1), Union (1), Morris (1), Ocean (1), Bergen (1), Monmouth (1)

OPEN TO: ☒ **Department-Wide (Department of Community Affairs Employees ONLY)**
☐ **All Departments/Agencies (State Employees with permanent status ONLY)**
☐ **General Public and/or State Employees**

DESCRIPTION OF MAJOR DUTIES:

Under direction of a Supervising Field Representative Housing or Principal Field Representative Housing, Housing Assistance Program, Department of Community Affairs, Division of Housing and Community Resources, takes the lead in the primary field activities necessary for enrolling and determining participant eligibility, preparing Housing Assistance Payments Contracts, authorizing and processing subsidy benefit payments, inspecting rental units, and recertifying program participants in the Section 8 Housing Choice Voucher (HCV) and State Rental Assistance (SRAP) Programs, and other federal and State housing assistance programs pursuant to the authority of the Public Housing and Development Authority Act, NJSA 55:14H-1 et seq. and the Federal Housing Act of 1937; performs more complex work and/or specializes in specific areas; does related work as required.

REQUIREMENTS

REQUIREMENTS
(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in a housing assistance program or other housing related program which includes client intake review requiring participant eligibility determinations and/or field duties requiring facility eligibility determinations.

NOTE:

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | A promotable eligible exists within the unit scope. |
| <input checked="" type="checkbox"/> | A promotional list exists within the unit scope. |
| <input type="checkbox"/> | An open competitive list exists. |

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR 19-0016
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018